

REQUIREMENTS FOR APPOINTMENT

BO/ABO – CH - RM - MANDATORY REQUIREMENTS

ALL BILLING OFFICIALS **MUST** HAVE AN ALTERNATE BILLING OFFICIAL FOR AN ACCOUNT TO BE SETUP

CARDHOLDER MUST HAVE A PRIMARY AND ALTERNATE BILLING OFFICIAL

FOR THE ACCOUNT TO BE OPENED AND TO REMAIN OPENED

<http://www.jrtc-polk.army.mil/DOC/index.htm>

_____ FP Form 202 Request for GPC **CARDHOLDER** Appointment

_____ FP Form 203 Request for Appointment of **PRIMARY or ALTERNATE** GPC **BILLING OFFICIAL**

_____ DD Form 577 (original signature in BLUE) (**BILLING OFFICIAL & ALTERNATE BILLING OFFICIAL**)

_____ Appointment Letter MICC Director & signed acknowledgement (**BO, ABO, & CH**)

_____ * DAU Overview of Acquisition Ethics Training (CLM 003) (**BO, ABO, & CH**) <https://learn.dau.mil> **(annually)**

_____ *Fort Polk Local GPC Training (**BO, ABO & CH & RM**)

_____ *Access Online US BANK Training (**BO, ABO, CH & RM**) <https://wbt.access.usbank.com/>
ALL LESSONS ARE REQUIRED TO BE TAKEN

_____ *508 Micro-Purchase & Section (**BO, ABO, & CH**) <http://www.section508.gov/index.cfm>

_____ *DAU DoD Government Purchase Card – CLG 001(**new CH, BO, ABO & RM**)
or Refresher – **biennial** - CLG 004 (**BO, ABO, CH & RM**) <https://learn.dau.mil>

_____ *Smartpay, GSA Online Training (**BO, ABO & CH**) **(every 3 years)** <https://training.smartpay.gsa.gov/>
PURCHASE CARD TRAINING NOT TRAVEL CARD TRAINING

_____ * Certifying Officer Legislation Training (**BO/ALTBO**)
<https://dfas4dod.dfas.mil/training/Courses/COLBasics/index.html>

***Note – a certificate will be received for each of these classes and must be furnished with you appointment request**

IT IS THE RESPONSIBILITY OF THE BILLING OFFICIAL TO SEE THAT ALL THE TRAINING IS KEPT UP TO DATE FOR BO, ALT BO AND CH

Helpful Web Sites

MICC-Fort Polk GPC – <http://www.jrtc-polk.army.mil/DOC/index.htm>

DAU – <https://learn.dau.mil> ---- **Help Desk 1-866-568-6924**

Section 508 Training – <http://www.section508.gov/index.cfm> ---- **Help desk at section.508@gsa.gov**

GSA Smart Pay Training – <https://training.smartpay.gsa.gov/> --- **Help Phone # 703.605.2808**

UNICOR – <https://www.unicor.gov/> ---- **Customer Service (800) 827-3168**

GSA Advantage – https://www.gsaadvantage.gov/advantage/main/start_page.do

DoD Email – <https://dod-email.dla.mil> --- **For Assistance 1-877-DLA-CALL (352-2255)**

FAR – <http://farsite.hill.af.mil>

NSA Number Search – **(531-6731/2886)** - -- http://www.dlis.dla.mil/webflis/pub/pub_search.aspx

Ability One – <http://www.abilityone.gov/index.html> or Base Supply Center located at North Fort Polk

GSA E-Library – <http://www.gsaelibrary.gsa.gov/ElibMain/ElibHome>

GSA Global Supply - https://www.gsaglobalsupply.gsa.gov/advantage/information/page.do?keyName=GGS_ABOUT_GGS

Access WBT Training - <https://wbt.access.usbank.com/> ----- **Help Phone #'s 888-994-6722/701-461-2232**